



Station Signage Management Plan (SMP)

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Assessed by: Cllr. Chris Smith FCIHT AInstTA AInSTR
Position: UK Safety, Security & Sustainability Manager Transport Safe
On behalf of: Greater Anglia Rail Replacement
Verified by: Transport UK London Bus (ARR South)
Conducted on: 30.12.2025

Introduction

THIS DOCUMENT SHOULD BE BRIEFED TO ALL RELEVANT MEMBERS OF EMPLOYEES AFFECTED BY THE RISKS AND CONTROL MEASURES CONTAINED WITHIN IT. BRIEFING RECORDS SHOULD BE RETAINED FOR AUDIT PURPOSES.

The purpose of this risk assessment is to consider the risks that potentially could arise from the operation of Transport Safe Site Signage at a specified location.

A competent risk assessor must make their own judgement on the content of this risk assessment and may decide to use these activities and common controls if they believe they are an accurate depiction that applies to the location being risk assessed.

All activities should be assessed based on the uncontrolled risks to individuals, followed by an assessment of the risk with existing and proposed controls in place. Any subsequent risks generated by the application of control measures should also be considered, along with appropriate control measures for these risks as well where possible.

The hierarchy of controls will be applied to any risks identified to individuals (ERIC SP), ensuring that a logical approach to risk management is taken as set out under the ***Management of Health & Safety at Work Regulations 1999***.

This risk assessment will be maintained and updated in line with the most accurate information available at the time of undertaking.

It is a Criminal Offence to Remove and Site Safety Equipment from an active site.

Review

This Signage Management Plan and Risk Assessment will be reviewed and updated by a Competent Risk Assessor.

It shall be reviewed prior to the commencement of any rail replacement bus activities to ensure it is still valid and accurate.

It may also be reviewed whenever circumstances or process change, company policy or recommendations from an audit or investigation that may affect the assessment.

An electronic version of this assessment will be made available on the Transport UK SharePoint filing system and shared with respective role holders.

Risk Rating System

Risks are rated:

- a) uncontrolled
- b) with existing control measures in place and
- c) once additional recommendations are implemented.

Severity and likelihood of harm are estimated:

Assessed Risk		Severity (S)				
		1 Insignificant	2 Low	3 Moderate	4 Major	5 Severe
Likelihood (L)	1 - Very Low	1	2	3	4	5
	2 - Low	2	4	6	8	10
	3 - Possible	3	6	9	12	15
	4 - High	4	8	12	16	20
	5 - Very High	5	10	15	20	25

Assessed Risk	Risk Level ('R')	Recommended Actions
Acceptable	Low 1 – 6	<ul style="list-style-type: none"> No additional risk control measures needed Regular and frequent review and monitor of hazards are required to ensure that the risk level assigned is accurate and does not increase over time
Tolerable	Medium 8 – 12	<ul style="list-style-type: none"> A careful evaluation of the hazards must be carried out to ensure that the risk level is reduced to as low as is reasonably practicable (ALARP). It must be done within a defined time scale. Temporary risk control measures must be implemented in the meantime while longer term measures are being established. Management attention and supervision is required
Not Acceptable	High 15 – 25	<ul style="list-style-type: none"> Any high-level risks must cease IMMEDIATELY until suitable control measures can be put in place to reduce the risk High level risks must be reduced to at least a medium before work commences.

Notes:



For example:



- Low Residual Risk** = Risk is tolerable. No further preventive action is required, consider cost effective solutions or improvements that impose no additional risk or cost
- Medium Residual Risk** = Work may only start if the risk has been reduced to as low as is reasonably practical (ALARP). Consider additional control measures that reduce the risk without significantly increasing the cost
- High Residual Risk** = Risk is intolerable. **Do not start work or continue work** until risk level is reduced using suitable control measures to a reasonably practicable level.
- Control measures are to ensure that residual risks are reduced to as low as is reasonably practicable. When controls fail to reduce to ALARP, the assessment must be referred to your Line Manager.




Item	Premises elements/activity	Hazard/potential consequence	Who might be harmed and how?	L	S	R	Control measure(s)	L	S	RR	ALARP
1	Damage to Station Property and or Areas Commandeered by TUK / Greater Anglia	Affixing Site signage to existing property could cause damage if not affixed correctly this includes glue residue from the Velcro backing. Cable ties that are pulled too tight could damage item attached to.	Greater Anglia Property or Property on hire to greater Anglia via Transport UK.	1	3	3	<ul style="list-style-type: none"> Signage to be fitted by trained and competent Transport Safe Staff. Clean up crew on brake down shift, including window (Glass, Perspex) cleaning of any residue and collection of all cable ties for recycling. 	1	1	1	Y
2	Damage to Site Equipment and or Fittings	Affixing Signage incorrectly could damage site equipment including snapping of signage and or chips and windows.	Greater Anglia Property (The Signage) including Transport Safe the cost of equipment.	3	3	9	<ul style="list-style-type: none"> Signage to be fitted by trained and competent Transport Safe Staff. Using the correct tools for the job Avoid using bystanders for help this includes removal of site signage 	3	1	3	Y
3	Damage or Harm to Passengers and or Bystanders	Incorrect fixings could inflict harm to bystanders and or customers from incorrect fittings or without proper attention to the channelling.	Bystanders and or customers including Transport UK Coordination Staff.	3	3	9	<ul style="list-style-type: none"> Correct fittings to be used that are fit for purpose (attached prior to erecting) Surface to be checked and cleaned prior to attachment of Velcro adhesion and or cable ties. Competent Transport Safe member of staff to ensure work can be signed off prior to Greater Anglia staff sign off. 	3	1	3	Y



4	Adverse weather including High Winds	Site Signage being pulled away from temp fixings and blown across site, wet weather (rain) could affect adhesion this is also the case for frost and damp conditions	Bystanders / vehicles / TOC property and vehicles including stock.	4	3	12	<ul style="list-style-type: none"> • Ensure there is a wind trap for all site signage (there is no signage erected within an open passage. • Ensure site signage is affixed correctly this includes clean up of Glass and or Perspex, Ensure correct Cable ties are used. 	3	3	6	
5	Tampering with Site Equipment	Potential falling of equipment on to perpetrator causing harm to oneself and or others.	Perpetrator and or Bystanders.	4	3	12	<ul style="list-style-type: none"> • Coordination staff to ensure perpetrator and bystanders do not tamper with site signage. • Site Signage to be erected with bystanders in mind and ensuring compliance with chapter 4/5/6/8 	3	3	6	
6	Storage and Distribution of Site Equipment	Damage of site signage if not stored away correctly i.e. falling, dropping, stacking.	Greater Anglia / Transport Safe Equipment	4	3	12	<ul style="list-style-type: none"> • Site Signage to be transported in a correct size vehicle for the size of the signage. • Ensure all signage is stacked correctly before transit this may include the dismount of the water base on the A - Frame 	3	3	6	
7	Loading and Unloading Site Equipment	Damage to erector through lifting, damage to equipment from miss placing and or loading including weight, twist and splinter.	Greater Anglia / Transport Safe Equipment	4	3	12	<ul style="list-style-type: none"> • Site Signage must be removed from transport correctly following the Lift and Push (HSE) • Signage must be unloaded one item at a time, erected one at a time to ensure the elements do not damage site signage. 	3	3	6	


Site Signage Catalogue and Codes (SKU)


<p>SKU RR01 (A)</p>	<p>Name / Description: (Station Information Sign Foamex) Rail Replacement Departure Timetable. Site Signage Foamex c/w Perspex windows, 3mm PLY back board c/w Velcro Channelling for Cable Ties for secure fixings and or Velcro to Velcro for glass / Perspex fixings. Information includes Departure Timetables and information posters including NO CYCLES ON RR.</p>		
<p>SKU RR02 (B)</p>	<p>Name / Description: (HSE Site A-Frame) Health and Safety Site Entrance Notice Board to ensure Drivers entering site are conforming to requirements. Affixed to an A-Frame for areas with no original fixing locations. A-Frame is a sturdy flexible frame secured to a Heavy-duty water base.</p>		

<p>SKU RR03 (C)</p>	<p>Name / Description: (HSE Site Foamex) <i>Foamex Site information requirements to ensure drivers entering site comply with regulations, Foamex board c/w 3mm Ply backboard c/w Velcro channelling to ensure fitting to existing poles or direct to glass or Perspex screens.</i></p>	
<p>SKU RR04 (D)</p>	<p>Name / Description: (BUS STOP FLAG FOAMEX) <i>Foamex sign 600x450 c/w 3mm Ply Back Board c/w Velcro Channelling to affix to Glass or Perspex, Cable ties to affix to poles.</i></p>	

<p>SKU RR05 (E)</p>	<p>Name / Description: (EXIT STATION DIRECTION TO RR BUS FOAMEX) <i>Foamex sign 600x450 c/w 3mm Ply backboard c/w Velcro Channelling to secure to current poles and or Glass / Perspex.</i></p>	
<p>SKU RR06 (F)</p>	<p>Name / Description: (EXIT STATION DIRECTION TO RR BUS A-FRAME LEFT)</p>	
<p>SKU RR07 (G)</p>	<p>Name / Description: (EXIT STATION DIRECTION TO RR BUS A-FRAME RIGHT)</p>	

SKU RR08 (H)	Name / Description: (NO IDLING FOAMEX)	
SKU RR09 (I)	Name / Description: (BUS AHEAD ONLY FOAMEX)	
SKU RR10 (J)	Name / Description: (STANDBY VEHICLE ONLY FOAMEX)	

SKU RR11 (K)	Name / Description: (STOP RR ONLY FOAMEX)	
SKU RR12 (L)	Name / Description: (BUS STOP MOVED)	
SKU RR13 (M)	Name / Description: (THIS WAY TO STATION)	
SKU RR14 (N)	Name / Description: (DESTINATION SIGNS FOR PENS)	
SKU RR15 (O)	Name / Description: (CAR PARK CLOSED RED)	


SKU RR16 (P)	Name / Description: (BLUE BADGE PARKING ACCESS)	
SKU RR- (-)	Name / Description: (Old Stock) <i>DO NOT ENTER LOADING AREA</i>	
SKU RR- (-)	Name / Description: (NA)	NA

Sign Off

Site Map and Sign Off sheet is available on the below link.

All Site Signage and Equipment must be signed off using the above link, images must be uploaded in correspondence with the above SKU codes.

Competent Assessor:

Full Name:	Chris Smith	Date:	30.12.2025
Position:	Risk Assessment & TMP	Signature:	

I accept the findings of the above risk assessment. I agree to implement the required additional control measures identified above as soon as it is practical. I will brief all affected employees on the significant findings of the risk assessment, ensuring that they understand the safe method of carrying out the work covered by this assessment. I will retain proof of this briefing on file.

Validated by: Transport UK London BUS c/o Greater Anglia

Full Name:		Date:	
Position:	Rail Replacement Manager	Signature:	

Employee Briefing

This risk assessment must be briefed to all Transport Safe employees on the significant findings of the risk assessment, ensuring that they understand the safe methods of carrying out the work covered in this assessment.